

## **Continuing Legal Education Committee Volunteer Position Description**

The purpose of the Continuing Legal Education (CLE) Committee is to support the Washington State Bar Association's development of CLE programming that ensures competent and qualified legal professionals, supports member transitions throughout the life of their practice, and helps to prepare members for the future with skills required for the 21st century practice of law.

**Position overview:** Committee members support the work of WSBA CLE through their work on two subcommittees: Seminar Planning and Marketing Intelligence. Members of the Seminar Planning Subcommittee work with a WSBA Education Programs Lead on topic generation and seminar development of two or three seminars per fiscal year, as identified by the subcommittee members and staff. Subcommittee members serve as Chairs/Co-Chairs of a program and assist in the development and recruitment of faculty. Members of the Marketing Intelligence Subcommittee assist in projects involving research. The scope of work usually involves surveying the external market (competitors and customers) regarding pricing, delivery methods, changes in technology, etc.

In-person attendance is encouraged; meetings are held at WSBA's Seattle office. Remote participation via conference call is also available.

Appointment is for a 3-year term. Members may apply for one additional 3-year term.

**Time commitment:** Meetings are held quarterly (4 meetings per fiscal year). Meetings usually run for two hours.

**Requirements:** All active WSBA members are eligible to apply.

**Preferred qualifications and skills:** Interest in the development and delivery of continuing legal education programs and some experience in program development would be helpful.

**Benefits:** Committee members help to develop educational programming that furthers the mission of the WSBA in ensuring competent legal professionals. Members also help to inform the strategic marketing and programming decisions of WSBA CLE.

**Reimbursement policy:** This is an unpaid volunteer position. Reasonable travel expenses may be reimbursed per the WSBA Expense Reimbursement Policy.

**Selection and appointment process:** Applications are reviewed by a team including the chair, staff liaison and BOG liaison. Recommendations are made to the Board of Governors Nominations Committee, which makes the appointments.

**For further information:** See [www.wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/continuing-legal-education-committee](http://www.wsba.org/Legal-Community/Committees-Boards-and-Other-Groups/continuing-legal-education-committee).

**How to apply:** See instructions at [www.wsba.org/joincommittee](http://www.wsba.org/joincommittee). Questions about the application? Email [barleaders@wsba.org](mailto:barleaders@wsba.org).